Iowa WorkSmart
Workday FIN 101

December 2021

State of Iowa Change Vision

Unite as **one team** with **one resource** as we lead the State of Iowa through a modernization of State government.

What is the Iowa WorkSmart Project?

The Iowa WorkSmart Project is the implementation of Workday. The implementation is occurring in two phases: Human Capital Management (HCM) and Financial Management (FIN). Phase 1 successfully launched on September 17, 2021. Now, the Project is in Phase 2.
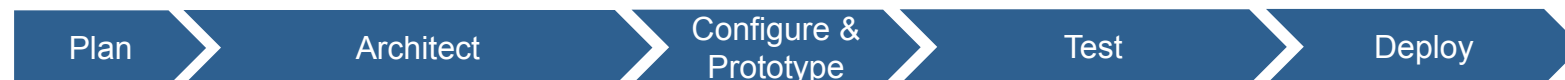
WorkSmart Project Stages

Phase 1 – HCM, Payroll, Travel Expenses

⭐ **Go Live – Sep 17, 2021**

Plan	Architect	Configure & Prototype	Test	Deploy

Phase 2 – Financials, Procurement, Non-travel Expenses

⭐ **Go Live**

Plan	Architect	Configure & Prototype	Test	Deploy

What is Workday?

Workday is a single, unified, state-of-the-art cloud-based software system used for HR, Payroll, and Finance business processes.

Workday replaces:

- Human Resources Information System (HRIS)

- Integrated Information for Iowa (I/3)

Benefits of Workday:

- Modern
- Cloud-based platform
- Adaptive/agile
- Cost effective
- Reliable

Phase 2: FIN Scope

- Banking & Settlement
- Budgeting (Control)
- Business Assets
- Customer Accounts (Accounts Receivable)
- Expenses
- Financial Accounting
- Grants Management
- Procurement
- Projects
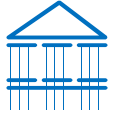- Supplier Accounts (Accounts Payable)

Who is impacted by FIN?

The State's **Financial Managers and their support staff**, who perform routine financial functions, will be the primary end-users impacted in Phase 2.

Employees who perform **expense** and **procurement** functions for their agency will also be impacted.
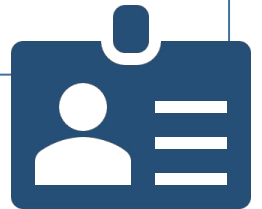
Phase 2 FIN – In Scope Applications

Banking & Settlement – Drives deposit and payment processes behind the scenes.

Budgeting – The ability to define a spending plan based on legislative authority that allows for reporting and control of available balances.

Business Assets – Record and track equipment for accounting and depreciation.

Customer Accounts – Accounts Receivable across the state including Cash Sales, such as an Iowan purchasing a fishing license; and Customer Invoicing functionality for agencies billing internal and external customers.

Expenses – Travel expenses were implemented in Phase 1/HCM. Non-travel expenses and additional functionality enhancements will be implemented in Phase 2/FIN.

Phase 2 FIN – In Scope Applications (Cont.)

Financial Accounting – The process of recording financial accounting events through the normal course of business such that you can report on the financial health of the organization and provide insight into the sources and uses of public resources.

Grants Management – Manages Sponsored Award-related details, and tracks transactions using Grants mapped to the Awards.

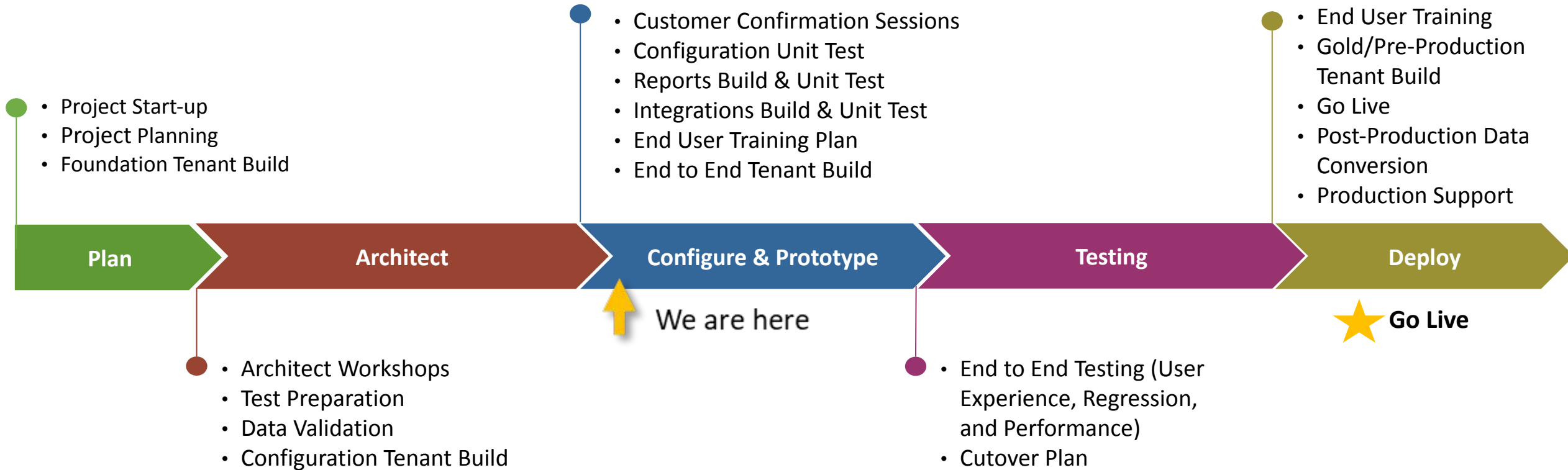**Procurement** – Purchase and receive goods and services.

Projects – A financial dimension that tracks the costs and revenue that occur during an initiative that has a defined lifespan.

Supplier Accounts – Supplier (known as vendor in I/3) balances, contact, and payment information. (Contract staff are considered suppliers.)

Phase 2: Implementation Stages

- Project Start-up
- Project Planning
- Foundation Tenant Build

- Customer Confirmation Sessions
- Configuration Unit Test
- Reports Build & Unit Test
- Integrations Build & Unit Test
- End User Training Plan
- End to End Tenant Build

- End User Training
- Gold/Pre-Production Tenant Build
- Go Live
- Post-Production Data Conversion
- Production Support

Plan	Architect	Configure & Prototype	Testing	Deploy

We are here

Go Live

- Architect Workshops
- Test Preparation
- Data Validation
- Configuration Tenant Build

- End to End Testing (User Experience, Regression, and Performance)
- Cutover Plan

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Key Workday Terms

- Tenant
- Workday Roles
- Business Processes (BP)
- Business Object
- Worktags
- Foundational Data Model (FDM)

- Company
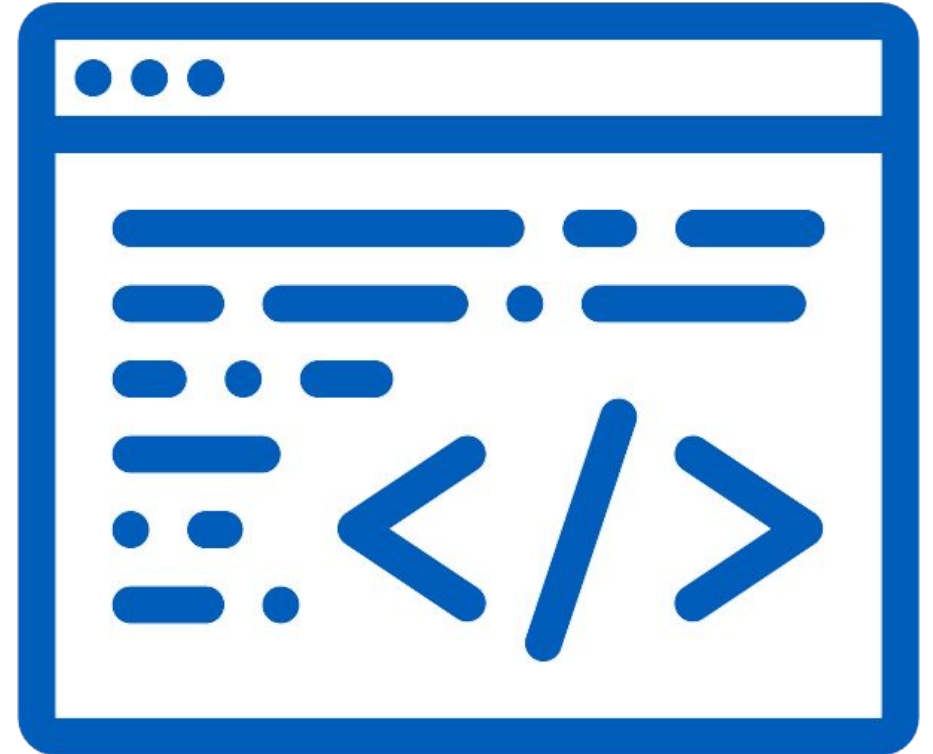- Cost Center
- Program
- Project
- Grant
- Region

See the Workday FIN Glossary for more terminology

What is a Tenant?

A Tenant is:

An organization's unique configuration of Workday. Data is loaded in a database that is securely segregated through password-controlled access.

The State of Iowa will maintain multiple tenants for testing and staging purposes, but there will only be one production tenant at Go Live in which the State of Iowa conducts business.

Workday Roles: Who Does What

Workday Roles:

- Are assigned to Positions
- Determine function in a business process (i.e. initiate, approve, etc.)
- Determine what you can see and do in Workday
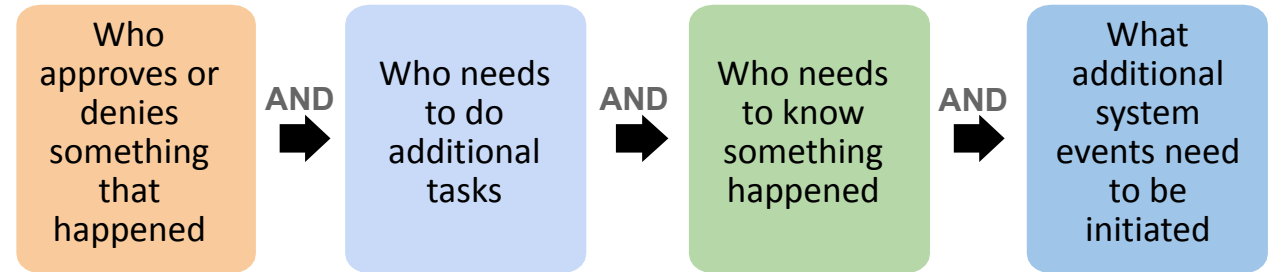- Provide access to data within the assigned cost center

What is a Business Process (BP)?

A Business Process is:

- A sequence of one or more tasks that accomplishes a desired business objective.

- Once a business process is initiated in Workday, it:
  - routes tasks to the responsible roles (users who are capable of completing the tasks based on their membership in security groups)

  - enforces security and business rules throughout the business process.

Business Processes determine:

| Who approves or denies something that happened | AND | Who needs to do additional tasks | AND | Who needs to know something happened | AND | What additional system events need to be initiated |

BP Terms	Definitions
Event	A transaction that occurs within the application
Task	An activity (to do, action, approval) that the user needs to complete because it is a step in a business process
Action	Allows either the assignee to update (enrich) the transaction or triggers a sub-process
Approval	Allows the assignee to view information but not change it. The assignee may approve, deny, and sometimes send back for revision
To Do's and Checklist	Tasks that are performed outside or inside of Workday. To Do is a manual task that can be assigned to a role. Checklist is a collection of To Dos.

What is a Business Object?

A Business Object:

- Stores your organization's data (e.g. worker information, or purchase order information)
- Is composed of fields and instances of data
- Is equivalent to database tables or excel worksheets
- Can have no instances, one instance or many instances of unique data

*Example of Purchase Order as a Business Object*

Item #	Quantity	Description	Unit Price	Total
1111	50	Product ABC	$10.00	$500.00
1112	1	Product 123	$15.00	$15.00

What are Worktags?

Worktags are keywords assigned to transactions, which in turn are used to classify transactions for financial, operational, or external purposes.

Example of a Grant Worktag:

- **FEMA - 10% State Match / 90% Federal**
  - Project Dimensions: FEMA 2020 Derecho
    - Funding Source Rule
      - 10% State Match (Grant Worktag - Identifying Match Dollars)
      - 90% Federal (Grant Worktag - Billable to Award Sponsor)

- **Medicaid Unit**
  - Financial Allocation Definition
  - Source: Iowa Medicaid Enterprise (IME) <- Cost Center (including Fund/Appr.)
  - Target:
    - Title XIX Medicaid Grant - State <- Grant Worktag
    - Title XIX Medicaid Grant - Federal <- Grant Worktag
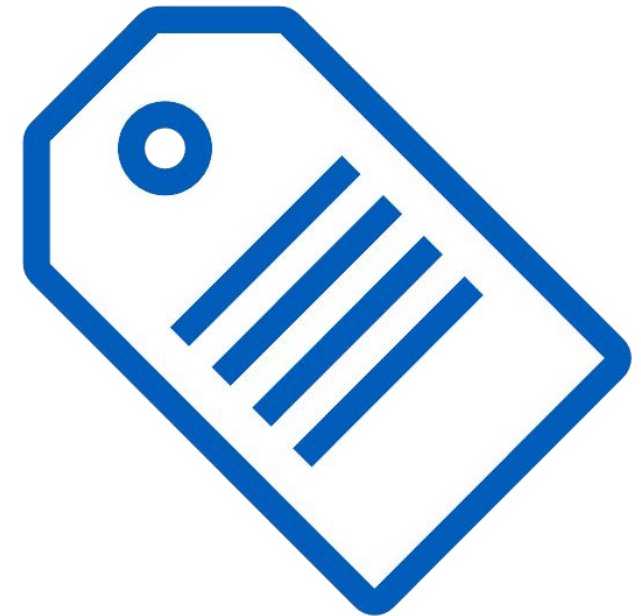
What is the Foundational Data Model (FDM)?

The FDM is the data model used across HCM and FIN that establish the foundation for Workday. The table below shows I/3 legacy dimensions mapped to Workday FDM dimensions.

I3 Dimensions	Department	Fund	Appropriation	Unit	Program			Function (Financial Reporting)
Workday FDM Dimensions	Company (Consolidated)	Fund (Broken down by Funding Source- State, Federal, etc.)	Custom Organization 01	Cost Center (Transformation required)	Project	Grant	Region	Program

I3 Dimensions	Account	Object Code	Sub-Object	Revenue Source	Sub-Revenue Source	Sub-Unit	Activity	Task
Workday FDM Dimensions	Ledger Account	Spend Category	Expense/Purchase Items	Revenue Category	Sales Items	TBD	TBD	TBD

What is a Company?

I/3 Dimension	Workday Dimension
Department ➡	Company

A company is a FDM dimension. In most cases, Company is equivalent to Department.

Example

Company	Department Equivalent
Department of Public Health	588 Public Health, Department of
Department for the Blind	131 Blind, Iowa Commission for

Capital Departments were combined with each Department.

Example

- 595 Public Safety, Department of
- 596 Public Safety Capital

Department of Public Safety

- 542 Natural Resources, Department of
- 543 Natural Resources Capital

Department of Natural Resources

What is a Cost Center?

A cost center is a unit in an organization to which costs are charged, generally at the level at which budgets are created and managed and typically used to house people and their associated costs.

Example

Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Cost Center
State of Iowa	Department of Corrections	Iowa State Penitentiary	Warden's Office	---	---	Warden's Office
State of Iowa	Department of Corrections	Iowa State Penitentiary	Deputy Warden's Office	---	---	Deputy Warden's Office
State of Iowa	Department of Corrections	Iowa State Penitentiary	Deputy Warden's Office	Security	---	Security
State of Iowa	Department of Corrections	Iowa State Penitentiary	Deputy Warden's Office	Security	Training	Training
State of Iowa	Department of Corrections	Iowa State Penitentiary	Deputy Warden's Office	Security	Mailroom	Mailroom
State of Iowa	Department of Corrections	Iowa State Penitentiary	Deputy Warden's Office	Security	Electronics	Electronics
State of Iowa	Department of Corrections	Iowa State Penitentiary	Deputy Warden's Office	Treatment	---	Treatment
State of Iowa	Department of Corrections	Iowa State Penitentiary	Deputy Warden's Office	Treatment	Psychology	Psychology
State of Iowa	Department of Corrections	Iowa State Penitentiary	Deputy Warden's Office	Treatment	Counseling	Counseling
State of Iowa	Department of Corrections	Iowa State Penitentiary	Deputy Warden's Office	Treatment	Recreation	Recreation
State of Iowa	Department of Corrections	Iowa State Penitentiary	Deputy Warden's Office	Treatment	Religion	Religion
State of Iowa	Department of Corrections	Iowa State Penitentiary	Deputy Warden's Office	Treatment	Education	Education
State of Iowa	Department of Corrections	Iowa State Penitentiary	Deputy Warden's Office	Unit Management	---	Unit Management
State of Iowa	Department of Corrections	Iowa State Penitentiary	Administration	---	---	Administration
State of Iowa	Department of Corrections	Iowa State Penitentiary	Administration	Dietary	---	Dietary
State of Iowa	Department of Corrections	Iowa State Penitentiary	Administration	Maintenance	---	Maintenance
State of Iowa	Department of Corrections	Iowa State Penitentiary	Administration	Information Technology	---	Information Technology
State of Iowa	Department of Corrections	Iowa State Penitentiary	Administration	Accounting/Purchasing	---	Accounting/Purchasing
State of Iowa	Department of Corrections	Iowa State Penitentiary	Administration	Human Resources	---	Human Resources
State of Iowa	Department of Corrections	Iowa State Penitentiary	Administration	Warehouse	---	Warehouse
State of Iowa	Department of Corrections	Iowa State Penitentiary	Administration	Warehouse	Housekeeping/Laundry	Housekeeping/Laundry
State of Iowa	Department of Corrections	Iowa State Penitentiary	Medical	---	---	Medical
State of Iowa	Department of Corrections	Iowa State Penitentiary	Medical	Nursing	---	Nursing
State of Iowa	Department of Corrections	Iowa State Penitentiary	Medical	Dental	---	Dental
State of Iowa	Department of Corrections	Iowa State Penitentiary	Medical	Optometry	---	Optometry
State of Iowa	Department of Corrections	Iowa State Penitentiary	Medical	Radiology	---	Radiology

What is a Program?

I/3 Dimension	Workday Dimension
Function ➡	Program

A program is ongoing, does not have a defined start and end date, and occurs at the state-wide and agency-levels.

Program examples include:

- **Department of Public Safety**
  - Uniform Crime Reporting Program
  - Weapons Permit Program
  - Private Investigative, Private Security and Bail Enforcement Program

- **IDALS**
  - Choose Iowa Program
  - Lake Restoration Program
  - Century and Heritage Farms

What is a Project?

I/3 Dimension	Workday Dimension
Program ➡	Project

A project has a defined start and end date. It can be subdivided with phases and tasks by assigning transactions accordingly. Hours worked on a specific project can be captured on an employee's timesheet.

Project examples include:

- Information Technology
- Construction/Capital
- Grants

What is a Grant?

A grant represents a specific funding source provided by an outside sponsor (i.e. Federal, Inter-agency, Other). Each unique funding source will require a separate grant. A transaction gets mapped to a Grant Dimension which rolls up to an award.

Examples include:

- **FEMA - 10% State Match / 90% Federal**
  - Project Dimensions: FEMA 2020 Derecho
    - Funding Source Rule
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What is a Region?

A region is a stand-alone field unrelated to other WorkSmart dimensions. Regions allow departments the ability to track costs based on a geographical location.

Region examples include:

- State
- County
- City/Town
- Township
- Drainage District
- School District

Questions?

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or Visit: WorkSmart.iowa.gov